

**State of Montana**  
**Department of Public Health and Human Services**  
**PO Box 4210 Helena, MT 59604**

**VACANCY ANNOUNCEMENT**

September 19, 2007

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<b>TITLE:</b>	Suicide Prevention Coordinator
<b>POSITION:</b>	04101
<b>LOCATION:</b>	Addictive & Mental Disorders Division, Helena
<b>STATUS:</b>	Full-Time/Permanent
<b>UNION:</b>	Non
<b>PAY GRADE:</b>	Pay Plan 20 Pay Band 6
<b>STARTING SALARY:</b>	\$34,651 - \$51,977 annually. Depending on qualifications and internal equity.
<b>SUPPLEMENT:</b>	No

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**APPLICATION DEADLINE:** State of Montana Applications can be submitted to any local Job Service or Human Resources- DPHHS, PO Box 4210 (111 Sanders, Room 202), Helena, MT. Applications may also be emailed to [hhsea@mt.gov](mailto:hhsea@mt.gov) or faxed (406) 444-0262. Applications must be received or postmarked if mailed no later than **5:00 p.m., Wednesday, October 3, 2007.** For further information visit the DPHHS website: [www.dphhs.mt.gov/jobs](http://www.dphhs.mt.gov/jobs)

**TYPICAL DUTIES:** This position serves as the department's technical authority in the development and implementation of suicide prevention coordination standards, procedures, operations and services. Position is responsible for coordinating all suicide prevention activities being conducted by the Department, and with any suicide prevention activities that are conducted by other state or local agencies, including Office of Public Instruction, Department of Corrections, Department of Military Affairs, the University system and local jurisdiction programs.

This position is responsible for the development of a statewide suicide reduction plan; conducting statewide public awareness campaigns; developing partnerships with Montana's tribes and tribal organizations; seeking research opportunities to improve the understanding of suicide and provide increased suicide related services; providing training for medical professionals and other professionals; providing grants to communities or other government, nonprofit or tribal entities to start or sustain existing suicide prevention activities; development of a 24-hour suicide hotline; and program, grant and budget development.

**KNOWLEDGE, SKILLS AND ABILITIES (COMPETENCIES) DESIRED:**

Knowledge: Knowledge of the design, implementation and facilitation of planning processes in the human services field; engaging and facilitating effective participation of stakeholders in planning activities; and thorough understanding of research methods; business and management principles involved in strategic planning, resource allocation, leadership technique, production methods, and coordination of people and resources; principles and methods for curriculum and training design, teaching and instruction for individuals and groups, and the measurement of training effects; and principles and methods for showing, promoting, and selling products or services, including marketing strategies and tactics, product demonstration, sales techniques, and sales control systems.

Skills: Skill in verbal and written communication; translating complex concepts into operational language; conflict resolution to respond to conflicting interests in implementing and providing integrated systems of care; organization and time management; analytical theory to evaluate the effect of potential program modifications on overall performance; and sequencing, monitoring and follow-up.

Abilities: Ability to establish effective working relationships with other professional personnel and staff including other managers, staff from other agencies and private contractors, providers, consumers, legislatures and the public; be self motivated and detail oriented; take initiative; and project strong interpersonal skills to motivate others.

EDUCATION/EXPERIENCE REQUIRED: Bachelor's degree in human services, public administration, business management, organizational development, communication or comparable field **AND** four years of progressively responsible experience in human services or organizational management **OR** a Master's degree in similar fields **AND** two years of progressively responsible experience in human services or organizational management. Four years of program management may substitute for the required education.

APPLICATION AND SELECTION PROCESS: This position is being advertised outside the agency and in-house applicants must compete with the outside applicant pool. Interested persons must submit the following prior to the closing date to be considered:

1. Signed state application (PD-25, Rev. 5/03 or later);
2. Applicants claiming the **Veteran's or Disabled Person's Employment Preference** (see State of Montana Employment Application, PD-25) must provide verification of eligibility with the application materials. The required documentation includes a DD-214 of PHHS Certification of Disability form;

3. Photocopy of transcripts for any coursework at a college or technical school. (\*Only degrees/coursework from an accredited college or university recognized by the US Department of Education are acceptable to meet education requirements). If applicant has difficulty obtaining transcripts you will be given a five-day grace period to submit them to our office after the closing date to: HUMAN RESOURCES, PO Box 4210, Helena, MT 59604);

**Applications will be rejected for late, incomplete or unsigned application materials.**

**COMPENSATION:** Eligible state employees are also provided paid health, dental, vision and life insurance. Other benefits include a deferred compensation program, public employees retirement system, annual leave, sick leave, paid holidays and up to 15 days military leave with full pay.

**IMMIGRATION REFORM AND CONTROL ACT:** In accordance with the Immigration Reform and Control Act, the person selected must produce **within three (3) days of hire**, documentation that he/she is authorized to work in the United States. Examples of such documentation include a birth certificate or social security card along with a driver's license or other picture I.D., a U.S. passport or a green card.

**REASONABLE ACCOMMODATIONS:** Under state and federal law, qualified applicants with disabilities are entitled to reasonable accommodations. Modifications or adjustments may be provided to assist applicants to compete in the recruitment and selection process, to perform the essential duties of the job or to enjoy equal benefits and privileges of employment available to other employees. Alternative accessible formats of this document will be provided upon request. An applicant must request an accommodation when needed. If you need any such accommodation, contact Human Resources at 444-3136 as soon as possible to allow time to make needed arrangements.

**SELECTIVE SERVICE COMPLIANCE CERTIFICATION:** All male applicants (born on or after January 1, 1960) must complete a copy of 'Statement of Selective Service Registration Status' if offered a position with the State of Montana, unless they meet certain exemptions under Selective Service law. If you are required to register, but fail to do so, you are not eligible for employment with the State of Montana.